

DEPARTMENT OF THE ARMY
PORTLAND DISTRICT, CORPS OF ENGINEERS
P.O. Box 2946
Portland, Oregon 97208-2946

CENPD-IM
Regulation
No. 25-1-6

15 August 1995

Information Management
CORRESPONDENCE

1. NPPR 25-1-6, 10 April 1995, is changed.
2. Remove and substitute the following pages.

Remove Pages

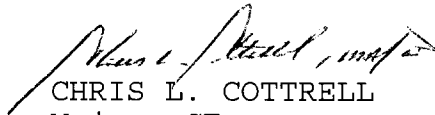
3 - 4

Insert Pages

3 - 4

3. File this change sheet in front of the publication for reference purposes.

FOR THE COMMANDER:


CHRIS L. COTTRELL
Major, CE
Deputy Commander

DISTRIBUTION:

All Supervisors - NPP
X - (All secretaries and clerical personnel)

DEPARTMENT OF THE ARMY
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Regulation
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10 April 1995

Information Management
CORRESPONDENCE

History. This NPPR printing publishes a revision of this regulation.

Summary. This regulation on the preparation and processing of correspondence has been revised to update the policy on new postal addressing procedures, with added format samples to reflect current organizational distribution figures for both NPP and HQNPD and give instructions on a new form for requesting special mail services. The proponent is from Headquarters, North Pacific Division because of the integration of the Information Management Offices and correspondence is a function of that office, thus the proponent.

1. PURPOSE. To prescribe correspondence preparation and processing procedures.
2. APPLICABILITY. This regulation applies to all who originate, sign, type, route or process correspondence in the Portland District (NPP).
3. REFERENCES.
 - a. Required Publications.
 - (1) AR 25-11 (Record Communications and the Privacy Communications System). Cited in paragraph 7e.
 - (2) AR 25-50 (Preparing and Managing Correspondence). Cited in paragraphs 4c, 6b, 7c, 11a and 17a.
 - (3) AR 25-400-2 (Modern Army Record Keeping System [MARKS]). Cited in paragraph 7a(3).
 - (4) AR 335-15 (Management Information Control System). Cited in paragraphs 4b(3).
 - (5) AR 380-5 (Security). Cited in paragraph 15a.
 - (6) AR 380-19 (Information Systems Security). Cited in paragraph 7f(2).

*This regulation supersedes NPPR 25-1-6, 15 December 1993.

21a. (7) NPDR 25-1-2 (Correspondence). Cited in paragraphs 4b(2) and

b. Related Publications.

- (1) AR 25-1 (The Army Information Resources Management Program).
- (2) AR 25-30 (The Army Integrated Publishing and Printing Program).
- (3) AR 25-51 (Official Mail & Distribution Management).
- (4) AR 310-50 (Abbreviations and Brevity Codes).
- (5) AR 340-9 (Office Symbols).
- (6) NPDR 25-1-3 (Electronic Document and Mail Delivery).
- (7) NPPR/NPDOM 25-1-5 (Mail Management).
- (8) NPPR 25-1-10 (Office Symbols).

4. RESPONSIBILITIES.

*a. The Director, HQNPD Information Management Directorate, will provide operational and technical support for official correspondence and electronic mail; exercise staff supervision over correspondence preparation and processing; and ensure that a quality correspondence program is established at NPP.

*b. NPP Division/Office Chief having primary interest in the subject matter of correspondence will:

- (1) Ensure proper preparation and content of outgoing correspondence.
- (2) Promptly handle both incoming and outgoing correspondence.
(See NPDR 25-1-2).
- (3) Comply with report control procedures established in AR 335-15.

*c. NPP correspondence originators/action officers will:

- (1) Select proper format.
- (2) Ensure correct and secure assembly of complete correspondence packages.
- (3) Adequately coordinate all correspondence they prepare.

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(4) Ensure all correspondence meets the standards of AR 25-50, chapter 1, section IV.

d. NPP coordinating officials will:

(1) Indicate concurrence by initialing and dating the coordination ladder on the correspondence record copy.

(2) Initial correspondence only if it is acceptable to them (in terms of content, format, quality, spelling and grammar).

(3) Nonconcur, if necessary, in accordance with the procedures in paragraph 19.

*5. PAPER. The usage of unbleached, recycled paper will be determined by each office. Unbleached, recycled paper will be used for all internal memorandums, draft correspondence and in copier machines. Non-recycled, white paper will be used for external correspondence or whenever the originator determines it is more appropriate. Both types of paper are available in the supply room.

6. LETTERHEAD AND MEMORANDUM STATIONERY.

a. All official, preprinted letterhead and memorandum stationery (memo/note pads) will bear the DOD seal. Computer or wordprocessor-generated stationery will not bear the DOD seal.

b. Do not print any seals, emblems, decorative devices, distinguishing insignia, slogans, or mottos on letterhead or memorandum stationery except those approved or directed by higher headquarters.

7. CORRESPONDENCE WITH SUSPENSE DATES.

a. Incoming.

(1) DA Form 2445 (Mail Control Record) will be prepared by the action office to control unclassified suspended correspondence, immediately upon receipt.

(2) Replies to suspended correspondence requiring Executive Office signature must reach the Executive Office one full working day before the day it is to be mailed.

(3) Reply correspondence will be hand-carried by the action office, through coordinating offices to the Executive Office, if required to meet time constraints.

(4) See additional requirements for Congressional correspondence at paragraph 21.

b. Outgoing.

(1) Suspense dates will be imposed upon others only when required for efficient mission accomplishment, not for convenience of the action officer.

(2) Suspense dates will not normally be imposed upon higher authorities or addressees outside Department of the Army unless required by law or regulation.

(3) Suspense dates will be annotated on correspondence in accordance with AR 25-50.

8. FORMATS. Unless specifically indicated otherwise, procedures set forth in subsequent paragraphs for signatures, dates, coordination, record and reading copies, and the like, apply to whichever of the following formats is chosen for a given communication. In general, right justification should not be used on correspondence. However, there are times when right justification is called for, and appropriate judgement must be used by the document originator. Standard pica, courier 10-pitch or similar large type styles are preferred. However, 12-pitch type style may be used. Type styles smaller than 10 or 12 pitch will not be used; italics or script type styles will not be used.

a. Informal Memorandum.

(1) The Informal Memorandum will be used only for communications between:

(a) Elements (offices/individuals) within Portland District.

(b) Elements of Portland District and Division Headquarters Human Resource Offices, Finance and Accounting Center, Equal Employment Opportunity Office, Contracting Division, and Logistics Management Office when the subject is support services performed by Portland District.

(c) If an Informal Memorandum is received from an office outside NPP, the response may be continued by endorsement in order to preserve an unbroken correspondence chain.

(2) A record file copy (yellow copy or white copy with yellow line in right margin as an alternative) will be created and filed for every Informal Memorandum. Blue reading file copies will be prepared IAW paragraph 16 of this regulation.

(3) Informal Memorandums will not be signed "FOR THE COMMANDER". The office symbol in the upper left corner will be that of the originator and the appropriate MARKS number as indicated in AR 25-400-2.

(4) See AR 25-50 for general guidance on preparation, but where the above guidance is more restrictive than the AR the above guidance applies.

b. Formal Memorandums.

(1) Except when "personalization" is desired, a Formal Memorandum, as described in AR 25-50, is the preferred format for official correspondence with any addressee within the Department of Defense. An Endorsement (e.g. 1st Endorsement, 2nd Endorsement) is the preferred form of response to a memorandum, as it preserves an unbroken chain of correspondence.

*(2) Formal Memorandums will reflect an authority line "FOR THE COMMANDER" only if the content of the memorandum contains policy matters, command decisions, official recommendations, and/or tasking actions. An example of a formal memorandum which does not require an authority line is at Appendix I. (Also, see paragraph 7-2, AR 25-50).

c. Letters. A letter as described in AR 25-50, is the preferred format for all letters of appreciation/commendation and for all correspondence addressed outside Department of Defense.

d. Messageforms.

(1) AR 25-11 provides guidance pertaining to messages. Chapter 6 discusses specific procedures for preparation.

(2) Messages will include an original, record file (yellow) photocopy and a reading file (blue) copy.

(3) Only the original signed copy will be furnished to the telecommunications operator. Record file copies will be returned to the originating office, with reading file copy forwarded to the mail room.

f. Electronic Mail.

*(1) General. Electronic mail provides users with a means of expeditiously transmitting and receiving information that would otherwise take longer via conventional methods, such as the U.S. Postal Service.

*(2) Official Correspondence. Electronic mail may be used. Official correspondence is defined as that prepared in Memorandum format when necessary for conduct of Corps official business (Format, see Appendix A). Electronic mail will not, however, be used as an official recordkeeping system. See NPDR 25-1-3, paragraph 6h(1) for electronic recordkeeping procedures. Use of electronic mail outside the Corps is restricted to informal communications or advance copies of

official correspondence being sent through the mail. Unless an interagency agreement exists between the Corps element and the outside activity electronic mail will not be used to transmit classified, FOR OFFICIAL USE ONLY, or any other sensitive information as defined by AR 380-19. Waivers or exceptions for electronic mail systems must be approved in writing by the appropriate accreditation authority. Electronic mail will not be used to transmit personal information.

(3) Informal Messages. Electronic mail can be used in lieu of normal telephone conversations relating to official business. These messages will not be directive in nature or set policy. Examples of informal messages are requesting another person's travel itinerary or status of an action.

(4) Reporting Requirements. Electronic mail may be used to provide advance information regarding one time and recurring reports. The electronic message must cite the type of directive that prescribed the report (i.e., regulation, circular, supplement, etc.) and the Requirement Control Symbol (RCS) number and title. Also include: date tasking document will be published; activities requested to prepare report; date submission is required; where to be sent; data source when known; and preparation instructions.

(5) Suspense Dates. Electronic mail requiring responses will allow adequate time for preparation of the response by the action office.

(6) Routing. Electronic mail used to task, direct, or set policy, etc., will follow normal command channels. Individuals receiving actions via electronic mail are responsible for notifying the appropriate officials (i.e., activity commander) when applicable.

*(7) Mailing Lists (Multiple Addressed Messages). Mailing lists to multiple Corps users should be restricted to messages that are of general information to all users on the list. Electronic messages to "All Employees" require prior approval from the Executive Assistant. Information of only local or limited interest should not be disseminated Corps-wide through the electronic mail system. Local electronic distribution lists are congruent with those reflected in Appendices B and C of this regulation.

(8) Format. Official electronic mail will be prepared in standard format. Signature authority will be the same as delegated under current correspondence policy directives. Because of connection costs, lengthy communications should not be prepared on electronic mail systems. Instead, they should be prepared using standard wordprocessing packages, i.e., WordPerfect, etc., and be attached to your message. This will help reduce the connect time while preparing correspondence.

(9) File Copies. Record file (yellow copy) will contain initials of all individuals required to coordinate on the actions and notation that the document was transmitted by electronic mail. Blue reading file copy will also be prepared.

9. COPIES.

*a. Reading File Copies. Reading file copies will be prepared on blue paper for all non-routine outgoing letters, memorandums, endorsements, and teletypes except for FOUO or classified material using the same criteria as outlined in paragraph 16. They are sent to the mail room for consolidation.

b. Courtesy Copies. When Courtesy copies are required, they will be prepared on white paper. No courtesy copy will be prepared to accompany the original except for:

(1) Military correspondence to which a reply is expected.

(2) Letters or other correspondence sent to a member of Congress or an official of another agency of the U.S. Government.

c. Additional Copies. If additional copies are required, such as for "copies furnished" or action office suspense copies, white paper will be used.

10. OFFICE SYMBOLS. All correspondence will carry a single office symbol (or, in the case of letters, a single office name). An action office should be agreed upon and its symbol designated as the point of contact. District Executive Office symbols (CENPP-DE, CENPP-DE-D, CENPP-EA, CENPP-DDE-PM) will not be used unless the correspondence has been drafted by a member of the *Executive Office. Retirement letters are an exception to this policy, and will reflect "Executive Office" as the originating office.

11. DATING CORRESPONDENCE.

a. Official correspondence addressed to anyone outside NPP will not be dated by the preparer unless the signature date is known. Persons signing such correspondence (or their secretarial/clerical staff) will have it date-stamped after signature and immediately before reproduction or dispatch to the mail room. Letters will be dated using special type-style date stamps.

*b. In order to maintain a uniform appearance, all Retirement Letters will be dated at the time of creation, by the originating office, before sending to the Executive Office for signature.

*12. ADDRESSES.

a. DA has recently required addressing compliance consistent with U.S. Postal standards required for all mail, and AR 25-50 is being revised to reflect these changes. Concisely, the requirement is to use ALL CAPS and no punctuation in mail address lines.

b. All punctuation is left out of the new address format, except for the hyphen in the ZIP + 4 Code. The building number in the delivery address line must be all numeric, no alpha or other characters are recognized by the USPS. Also, the two spaces normally inserted following the state are limited to a single space.

c. For memorandums outside of North Pacific Division, the complete address is used:

MEMORANDUM FOR COMMANDER FORSCOM FIFTH US ARMY 1234 SANDLOT DRIVE
FT SAM HOUSTON TX 78234-6000

d. Memorandums to HQUSACE will be addressed in one of the following formats:

- (1) CDR USACE (CEXX-XX) 20 MASS AVE NW WASH DC
20314-1000
- (2) CDR US ARMY CORPS OF ENGRS ATTN CEXX-XX 20 MASS
AVE NW WASH DC 20314-1000
- (3) COMMANDER US ARMY CORPS OF ENGINEERS 20 MASS AVE NW
WASH DC 20314-1000

e. For Memorandums within North Pacific Division the complete address is not needed because mail is transmitted in bulk:

*MEMORANDUM FOR COMMANDER NORTH PACIFIC DIVISION ATTN CENPD-ET-HD

f. There is no from line on a Memorandum. The office symbol above, plus the letterhead, provide the necessary information on the originator.

g. For Endorsements outside of North Pacific Division:

COMMANDER PORTLAND DISTRICT US ARMY CORPS OF ENGINEERS PO BOX 2946 PORTLAND
OREGON 97208-2946

(This time the complete address is needed on the from line. The word from is not used in this case, either.)

FOR COMMANDER US ARMY GARRISON 1234 ALLEY WAY FORT MCPHERSON GA
30330-5000

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Complete addresses are used in both cases as pieces of mail are sent individually outside of North Pacific Division.

h. Endorsements to HQUSACE will be addressed as follows:

CDR USACE FOR CEXX-XX 20 MASS AVE NW WASH DC 20314-1000

i. For Endorsements within North Pacific Division:

COMMANDER PORTLAND DISTRICT 22 DECEMBER 1994

(This is all the information needed on the from line. You don't even use the word from.)

*FOR COMMANDER NORTH PACIFIC DIVISION ATTN CENPD-ET-HD

(Again, you do not need complete addresses because the mail is transported in bulk.)

j. If correspondence is addressed directly to HQUSACE, a copy will be furnished HQNPD. Correspondence containing policy matters, command decisions, or official recommendations will be sent thru HQNPD.

13. INTERNAL DISTRIBUTION DESIGNATIONS.

a. To assist drafters and mail room personnel in making frequently used blanket-type distributions within NPP, the following distribution designations have been developed for use on internal letters, memos and notices. Their use precisely as indicated, in address or "TO" positions on correspondence, will facilitate and assure distribution as shown at Appendix B (HQNPD) or C (NPP).

- (1) CHIEFS, DIVISIONS AND STAFF OFFICES
- (2) CHIEFS, DIVISIONS, STAFF OFFICES AND BRANCHES
- (3) CHIEFS, DIVISIONS, STAFF OFFICES AND FIELD
- (4) CHIEFS, DIVISIONS, STAFF OFFICES, BRANCHES AND FIELD
- (5) ALL SUPERVISORS
- (6) ALL EMPLOYEES THRU SUPERVISORS
- (7) ALL EMPLOYEES

b. Originating offices will make appropriate arrangements for reproduction and provide the number of copies indicated in Appendix B or C to the mail room for distribution.

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14. SIGNATURE LEVELS. Correspondence listed below will be prepared for signature as indicated:

a. By District Commander:

(1) Correspondence requiring, by statute or regulation, personal signature of the District Commander.

(2) Correspondence which involves material deviation from established policy, procedure or organization.

(3) Correspondence addressed to, or replies to correspondence from senators, congressional representatives, governors, general officers, Indian Tribes (Sovereign Nations).

(4) Unfavorable responses to requests from prominent sources, including regional heads of federal agencies and heads of state agencies.

(5) Correspondence addressed to a military headquarters commanded by a general officer. Exception: HQUSACE and HQNPD.

(6) Correspondence involving condemnation, censure, criticism, or irregularities within the District or Corps of Engineers.

(7) Correspondence stating District policy on critical or controversial matters.

(8) Approval of contract awards and other actions relating to contracts unless specific authority has been delegated in writing.

(9) Authority to defer materially from any previously established date for completion of design, advertising, opening bids, or completion of construction. Similar correspondence pertaining to increases in estimated costs subsequent to establishment and approval of fair cost estimate.

(10) Teletype messages (Messageforms) assigned a precedence of IMMEDIATE OR FLASH.

(11) Commendations.

b. By Deputy Commander:

(1) In the absence of District Commander, all correspondence normally signed by the District Commander.

(2) All NPP Regulations, Supplements, Memoranda, Circulars and Pamphlets.

(3) Such correspondence listed in paragraph d below

considered by the drafter to be more appropriate for signature by the Deputy.

c. By Executive Assistant:

(1) Such correspondence listed under paragraph d below considered by the drafter to be more appropriate for signature by the Executive Assistant.

(2) In the absence of District Commander and/or Deputy Commander, correspondence normally signed by them.

(3) Approval of travel by Division/Office Chiefs.

d. By Division or Office Chiefs:

(1) Communications transmitting information, data, regulations, recurring reports and publications.

(2) Requests for information, data, routing reports and publications.

(3) Communications dealing solely with division or branch staff matters.

(4) Approval of Overtime.

e. Branch Chiefs: Division and Office Chiefs may redelegate to one or more of their Branch Chiefs the authority to sign correspondence prescribed in paragraph d(1) through d(3) above if required to maintain an efficient flow of correspondence.

15. SAMPLE SIGNATURE BLOCKS. See Appendix D for signature block formats for use with all military-style correspondence addressed to anyone within Department of Defense, and Appendix E for use with letter correspondence addressed to anyone outside Department of Defense.

16. ENVELOPES.

a. Clerical staff will prepare a properly addressed envelope for each formal piece of correspondence, except as indicated below. Classified mail must be prepared in accordance with AR 380-5.

b. Envelopes will not be prepared for the following installations covered by consolidated (bulk) mail services: HQUSACE, NPD Lab, NPD Districts, HQNPD, Portland District Field Offices.

c. Material too large for 10" x 14" standard envelopes will be accompanied by a properly addressed mailing label.

d. The supply room stocks 4½" x 9½" window envelopes, and letter writers should use them whenever practicable. So that the mail clerk may know when they are to be used, clerical staff will attach an envelope to the outgoing correspondence when assembling the letter.

*e. The mailroom supplies envelopes and airbills for overnight mail. NPD Form 600-8, Mail Services (Special, Express, or Commercial Courier) Request is required for all special mail services (overnight, registered, certified, insured). The form is available electronically or in hard copy as a supply item. Offices are required to complete it prior to requesting dispatch of official mail. The mailroom cannot process special services mail without the form.

f. All envelopes and mailing labels will be annotated by the originating office in the upper left corner next to the return address with return office symbol and Metered Mail Accounting Code. Since mail room personnel are not responsible for code assignment, mail which has not been coded will be returned to the originating office by the mail room.

*17. READING FILE.

a. One copy of the daily reading file is compiled from the blue reading file copies of outgoing correspondence. The reading files are circulated to promote close coordination and insure all offices are kept informed of current events.

b. Routine formal/informal memorandums and similar items should not be included. However, it will contain **all** correspondence addressed to HQNPD or HQUSACE. Overall, the criteria for inclusion should be based on the content of the correspondence.

c. The reading file copies will be identical to the original (including any spelling or punctuation changes made during staffing) and will include:

(1) The routing/coordination ladder, identical to that found on the (yellow) record copy.

(2) A Memorandum for Record (MFR) as outlined in paragraph 17.

d. To serve its purpose, the Reading File must be made available to all offices while the contents are still current. Therefore, it will be quickly moved through the Divisions/Staff Offices for review. It **will not** be held for someone absent or involved in meetings for the duration of the workday. It can be returned to a staff office for subsequent review by an absent Division Chief after it has completed its established circulation.

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18. MEMORANDUM FOR RECORD (MFR).

a. When appropriate, a Memorandum for Record (MFR) will be prepared for outgoing letters, memorandums, endorsements or messageforms in accordance with AR 25-50. It will be typed or neatly printed at the bottom of the last page of the record and reading file copies, beginning approximately one inch below the last line, starting with the marginal heading "MFR (DATE):" immediately followed by the text. If space does not permit, type "MFR (DATE): (see reverse)" at the bottom, and type the data on the reverse side, head-to-foot style. The "MFR" will be used to provide additional information beyond that contained in the communication itself, to give a complete picture of the action being taken. It will include in brief statement form:

(1) A summary of preceding correspondence.

(2) A statement of any facts of other information not contained in the basic chain of correspondence.

(3) An explanation of the source, reasons for and clearances obtained as back-up for the action being taken.

(4) A reference to the authority for approval (AR, ER, etc.) and any limitations thereto (e.g., Division/District Commanders up to \$500,000 and HQUSACE thereafter).

(5) The "MFR" will be closed with the initials of the individual who wrote it.

b. When preparing a MFR, it should be kept in mind that the MFR serves three main purposes:

(1) It explains the correspondence for all who see it in the reading file. This is particularly important as the correspondence together with the MFR, must stand on its own in the reading file without benefit of preceding correspondence, references or enclosures. The MFR should, therefore, synopsise these items.

(2) It provides a record of the activity underlying the correspondence for historical reference.

(3) It explains to those on the routing ladder (for coordination and signature) the reasons for the correspondence, sources of authority for approval or signature, and such things as who will take any implied follow-on or ancillary actions, and when they will be taken.

19. CORRESPONDENCE ROUTING. Internal routing and coordination will be indicated on a typed staffing ladder on the right margin opposite the signature block of the record copy (yellow) and the

reading file copy (blue). The ladder will include the writer's last name, preparer's initials, date prepared, and the writer's telephone extension, followed in ascending order by the office symbols of the coordinating official(s) and the signer.

a. When a letter is to be coordinated and reviewed by other offices, it will be routed through them prior to sending it to the signer.

b. Correspondence destined for a foreign national will be routed for coordination prior to signature to the Security and Law Enforcement Officer.

c. As a minimum, correspondence for signature in the Executive Office will be routed by the originator as follows:

(1) For Signature by District Commander - Through Branch and Division Chiefs, Executive Assistant, and Deputy Commander to District Commander.

(2) For Signature by Deputy District Commander - Through Branch and Division Chiefs and Executive Assistant to Deputy Commander.

(3) For Signature by the District Executive Assistant - Through Branch and Division Chiefs to Executive Assistant.

20. ASSEMBLY OF CORRESPONDENCE PACKAGES.

a. Correspondence being routed for coordination and signature will be securely packaged by use of paper clips, rubber bands and/or folders as necessary to assure an orderly package reaches its destination. In addition to the original and copies of the outgoing correspondence, the package will include at least one set of all enclosures (attached to the outgoing original), a copy of any correspondence being replied to or that is referenced in the outgoing correspondence (attached to the record (yellow) copy), and appropriate envelopes or mailing labels.

b. Additionally, for correspondence submitted to the Executive Office for signature, the package will contain, as applicable:

(1) RED tape flags will be affixed to the right edges of the papers at the bottom of the page locations requiring signature.

(2) If attempts to obtain the concurrence of all coordinating offices have been unsuccessful, each "Statement of Nonconcurrence" and a "Statement of Consideration of Nonconcurrence" will be attached at separate tabs and mentioned in a covering note. (See paragraph 20.)

(3) If the package is a resubmission of one previously returned by the Executive Office for reworking or additional information, attached to the top of the entire package and folded once along its vertical axis, will be any Executive Office note or mark-up (editing) which accompanied the package when it was returned by the Executive Office to the originating office.

c. Diagrams depicting some examples of how to assemble correspondence packages for routing are in Appendix F.

21. COORDINATION.

a. Every attempt will be made by the action officer to obtain concurrence of each organizational staff element expected to exercise some control over, be concerned with, or have a need to take action on correspondence.

b. Coordinating offices will initial correspondence only if it is acceptable to them.

c. If correspondence is unacceptable as written, the coordinating official will discuss differences with the originator to arrive at an acceptable solution. In no case will a coordinating office note a nonconcurrence without first talking to the originator.

d. A nonconcurrence requires a return of the correspondence to the originator - in no case will correspondence be forwarded up the coordination chain with a nonconcurrence without the originator's knowledge.

e. A nonconcurrence will not be recorded unless the chiefs of the involved office(s)/division(s) have attempted personally to resolve the difference.

f. If it is necessary to record a nonconcurrence, the office chief will prepare and sign a "Statement of Nonconcurrence" (Appendix G) and deliver it, with the correspondence package, to the originator. It will discuss the attempts made to resolve the difference, changes required to obtain concurrence and consequences of signature and dispatch as written.


g. A "Statement of Consideration of Nonconcurrence": (Appendix H) will be prepared and signed by the chief of the originating office discussing attempts taken to arrive at an acceptable position and reasons for a member of the Executive Office to sign the correspondence over the objections of the dissenting office(s).

22. CONGRESSIONAL CORRESPONDENCE.

- a. See NPDR 25-1-2 for general guidance.
- b. Replies to Congressional correspondence will be prepared in final form and sent through Public Affairs, to the Executive Office for signature within three (3) working days from date of receipt. Congressional correspondence is to be routed, signed and in the mail by the fifth day after initial receipt. If correspondence cannot be completed in the required timeframe due to the need for additional information, etc., an Interim Reply will be prepared within three (3) days.
- c. Replies to Congressional correspondence will:
 - (1) Use the letter format contained in AR 25-50.
 - (2) Sentences will be kept simple. Use the present tense. Avoid using engineer acronyms. When acronyms are necessary, identify and explain.
 - (3) Indicate an expected or programmed completion date, if appropriate. Ensure follow-up action is taken if the letter establishes an expectation of a follow-up action. Provide an appropriate follow-up suspense action within the organization.
 - (4) The last paragraph of the correspondence will include the standard sentence "If you need any further information, I will be pleased to provide it".
- d. To assure timely handling of Congressional correspondence which requires a reply, the following actions will be taken:
 - (1) A DA Label 113 (Congressional) will be affixed by the Executive Office.
 - (2) Action office will initiate a suspense file and follow-up system.
- *e. Send correspondence to both the Washington D.C. office and the home office of members of Congress. The original correspondence will be mailed to the Washington D.C. office with a copy furnished to the home office address. (Typed on all copies under Copy Furnished:). But, if the member directs the correspondence be mailed to the home office address, a copy will be furnished to the Washington D.C. office address (Typed on all copies under Copy Furnished:). Do not send copies of congressional correspondence to any other congressional representative.
- f. The action office will provide an information copy of each Congressional letter (incoming and outgoing) to CENPP-PA, CENPD-PA and CECW-ZW.

23. CHANGES. Proposed changes to this regulation should be submitted in writing to CENPD-IM.

FOR THE COMMANDER:


STEVEN G. WABNITZ
Major, EN
Deputy Commander

9 Appendices

- App A - Electronic Mail Format
- App B - Internal Distribution Designations (HQNPD)
- App C - Internal Distribution Designations (NPP)
- App D - Signature Blocks for Military-style Correspondence (NPP)
- App E - Signature Blocks for Letter Correspondence (NPP)
- App F - Correspondence Package Assembly
- App G - Statement of Nonconcurrency
- App H - Statement of Consideration of Nonconcurrency
- App I - Example of Formal Memorandum Not Requiring Authority Line

DISTRIBUTION:

- All Supervisors - NPP
- X - (All secretaries and clerical personnel)

10 April 1995

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APPENDIX A

ELECTRONIC MAIL FORMAT

PROPONENT OFFICE SYMBOL/(MARKS NUMBER)

MEMORANDUM FOR

SUBJECT: USE OF ELECTRONIC MAIL FOR OFFICIAL COMMUNICATIONS

1. References:

- a. AR 25-50, Preparing and Managing Correspondence.
- b. AR 25-400-2, The Modern Army Recordkeeping System.

2. This policy establishes guidelines for the transmission of official communications using electronic mail between HQUSACE elements and all field operating activities.

3. The formal memorandum format will be used for all official correspondence transmitted by electronic mail with and between Corps activities, other military services, and the Department of Defense. Use letter format for communications with civilian agencies, other Government agencies, and the Secretaries of the Army, Navy, and Air Force. The use of a subject, paragraph numbering, and command line is not required in a letter. Use of this medium does not preclude completion of the following actions prior to release:

- a. Coordination of the action.
- b. Retention of the recorded information for the length of time specified in the MARKS file number(s) applying to that particular information as prescribed by AR 25-400-2.

4. The individual authorized to release the electronic mail message must have delegation of signature authority commensurate with the action involved.

FOR THE COMMANDER:

//SIGNED - DATE//
PAUL W. TAYLOR
Colonel, EN
Chief of Staff

APPENDIX B

HQNPDP DISTRIBUTION AS OF NOVEMBER 1994

| | <u>Total Copies Needed</u> |
|----------------------------------------|----------------------------|
| *All Employees | 357 |
| *All Supervisors | 42 |
| *Directors, Office and Division Chiefs | 56 |
| *Directors and Office Chiefs | 23 |

*These figures are approximate totals when determining number of copies needed for distribution at HQNPDP.

10 April 1995

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APPENDIX C

NPP DISTRIBUTION AS OF FEBRUARY 1995

| | <u>DISTRICT WIDE</u> | <u>ROBERT DUNCAN PLAZA</u> |
|--------------------------------------------------------|----------------------|----------------------------|
| *All Employees | 1023 | 499 |
| *All Employees through Supervisors | 333 | 158 |
| *All Supervisors | 147 | 66 |
| Chiefs Divisions, Staff Offices, Branches and Field | 54 | 43 |
| *Chiefs Divisions, Staff Offices and Field | 29 | 19 |
| *Chiefs Divisions and Staff Offices | -- | 19 |
| IM Coordinators | 56 | |

*Note:

Due to fluctuation in staffing, these figures are approximate. These numbers represent the number of copies which need to be reproduced to make the distribution. The mail room is responsible for distribution based on current information.

APPENDIX D

SIGNATURE BLOCKS FOR MILITARY-STYLE CORRESPONDENCE
ADDRESSED TO ANYONE WITHIN DEPARTMENT OF DEFENSE

1. District Commander:

JOHN DOE
Colonel, EN
Commanding

2. Deputy District Commander:

RICHARD R. RICHARD
Major, EN
Deputy Commander

3. Deputy District Commander when designated as Acting District Commander:

RICHARD ROE
Lieutenant Colonel, EN
Acting Commander

4. Executive Assistant:

JOSEPH J. JOSEPH, JR.
Executive Assistant

5. Division/Office Chief:

JAMES J. JAMES
Chief, _____ Division

6. Branch Chief (when delegated):

CHARLES C. CHIEF
Chief, _____ Branch
_____ Division

APPENDIX E

SIGNATURE BLOCKS FOR LETTER CORRESPONDENCE

1. District Engineer: Sincerely,

John Doe
Colonel, U.S. Army
Commanding
2. Deputy District Engineer: Sincerely,

Richard R. Richards
Major, U.S. Army
Deputy Commander
3. Deputy District Engineer when designated as Acting District Engineer:

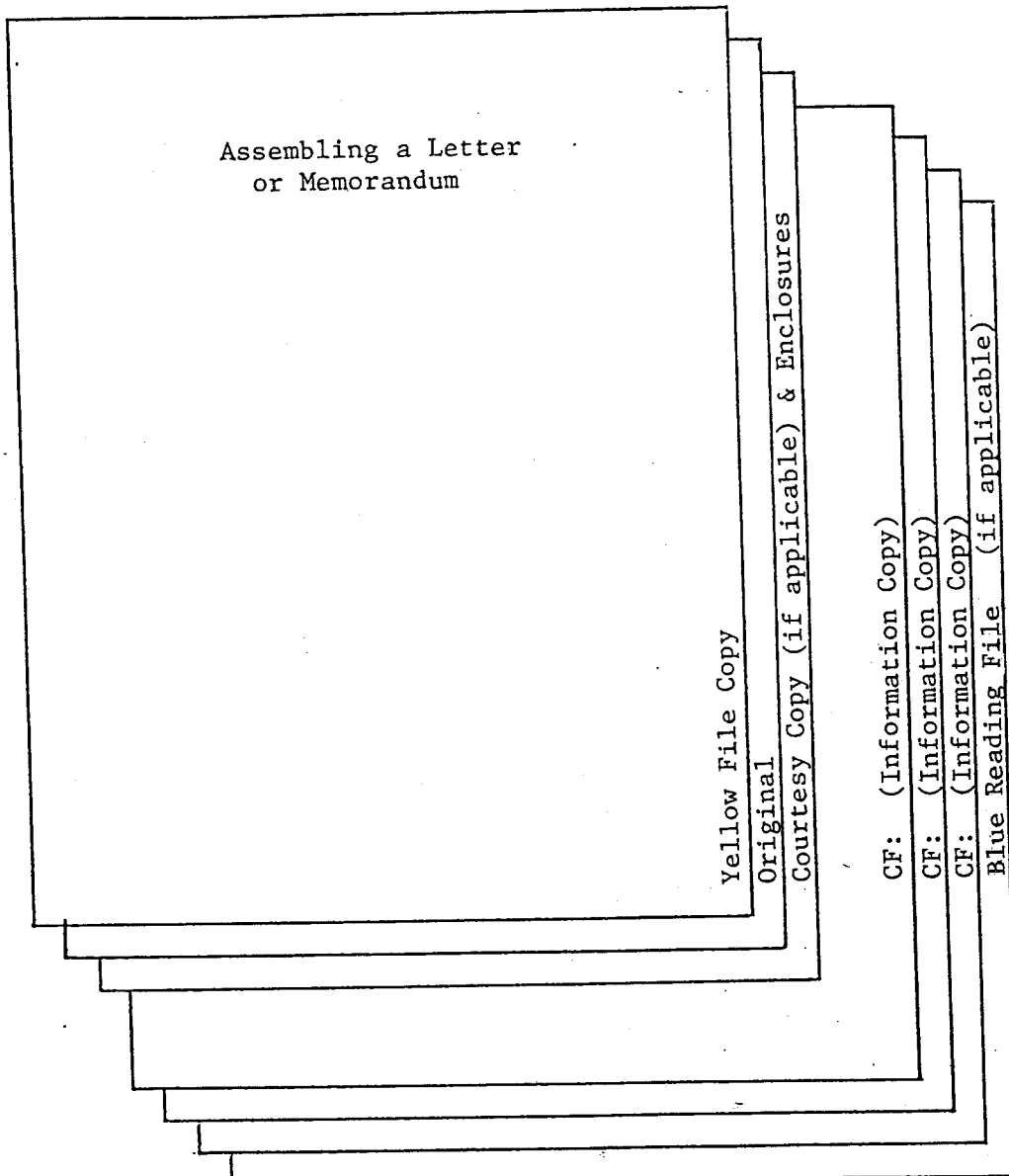
Sincerely,

Richard Roe
Lieutenant Colonel, U.S. Army
Acting Commander
4. Executive Assistant: Sincerely,

Joseph J. Joseph, Jr.
Executive Assistant
5. Division/Office Chief: Sincerely,

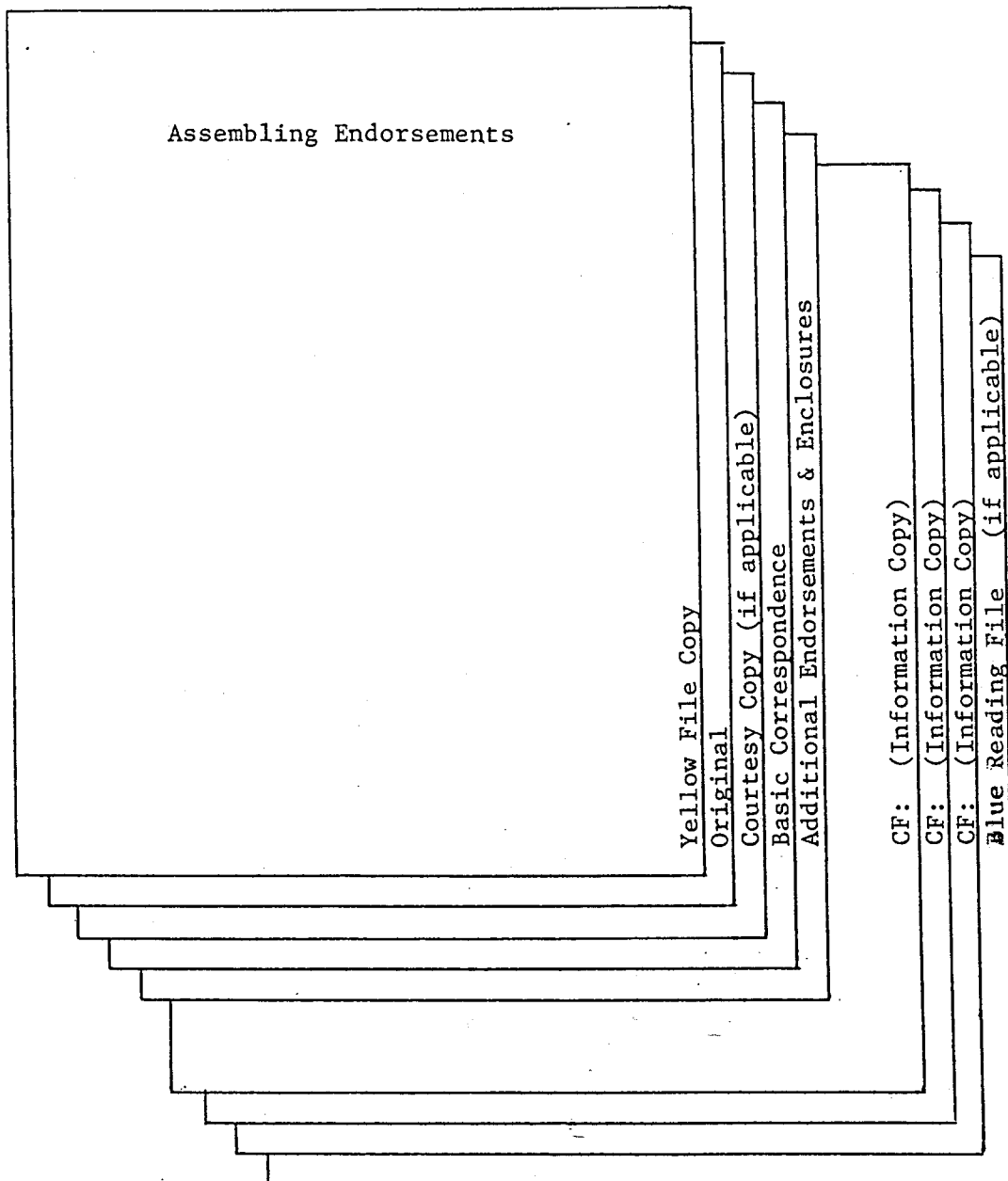
James J. James
Chief, _____ Division
6. Branch Chief (when designated): Sincerely,

Charles C. Chief
Chief, _____ Branch
_____ Division



NOTE: The yellow file copy is placed directly over the Original letter, including enclosures and courtesy copy, if applicable.

All information copies are offset to the right.



Note: Placement of copies is the same for a letter or memorandum.

10 April 1995

NPPR 25-1-6

APPENDIX G

Office Symbol
Date

STATEMENT OF NONCONCURRENCE

1. This is just one example of a Statement of Nonconcurrency. It should not be used as a set, fill-in-the-blanks, format, but all statements of nonconcurrency should address the items suggested.
2. _____ Division must nonconcur with the proposed _____ Office correspondence, Subject: _____ (or other description).
3. Mr. _____ of this division and Ms. _____ of _____ Office met on the following concerns, and on date the undersigned met with Mr. _____, Chief, _____ Office, in an attempt to resolve the difference. Satisfactory agreement could not be reached.
4. I contend that the correspondence, as written, will unacceptably impact the mission of my division because _____.
5. As a minimum, the following changes, which _____ Office cannot agree to, must be made:
 - a. _____
 - b. _____
6. If the correspondence is signed as written, it will be necessary to mitigate its effects by _____.

/SIGNED/
Mr. Stumblingblock
Chief, _____ Division

10 April 1995

NPPR 25-1-6

APPENDIX H

Office Symbol
Date

STATEMENT OF CONSIDERATION OF NONCONCURRENCE

1. This is just one example of a Statement of Consideration of Nonconcurrence. It should not be used as a strict guide to format or paragraphing, but all such statements should address the items suggested.
2. _____ Division and _____ Office have nonconcurred with this Division's proposed message to _____, Subject:_____.
(See attached Statements of Nonconcurrence.)
3. Mr. _____, Chief, _____ Division and Mr. _____, Chief, _____, Office and I have met without success. I cannot agree with the changes they require as discussed below:
 - a. The requirement to _____ is not acceptable because _____.
 - b. The requirement to _____ is not possible because _____.
4. The mission impacts foreseen by Messrs. _____ and _____ (are unfounded) (must be imposed) because _____.
5. If the message is not signed as written, the Division's mission will be _____.

/SIGNED/
Mr. Hardcharger
Chief, _____ Division

APPENDIX I

EXAMPLE OF FORMAL MEMORANDUM NOT REQUIRING AN
AUTHORITY LINE



Reply to
Attention of:

DEPARTMENT OF THE ARMY
PORTLAND DISTRICT, CORPS OF ENGINEERS
P. O. BOX 2946
PORTLAND, OREGON 97208-2946

CENPP-OP (11)

18 March 1995

MEMORANDUM FOR Commander, North Pacific Division,
ATTN: CENPD-ET

SUBJECT: FY 94 Investment Program

1. Enclosed is the fourth quarter performance schedule for each item in the Investment Program.
2. For additional information, please contact John W. Smith, Chief, Resources Branch, at (503) 326-2838.

Encl
as

KENNETH H. PATTERSON, P.E.
Chief, Operations Division